

Regular Meeting Minutes
Ellendale Fire Company
LOCATION CHANGE: 302 Main St, Ellendale, DE 19941
August 5th, 2020

At 7:00pm, the regular meeting was called to order by Kimberly Hughes, President. Moment of silence was held, and Pledge recited. Due to COVID-19, the regular town hall meeting was held at the Ellendale Fire Company

Roll Call: Kim Hughes, President – Present; Virginia Weller, Vice President – Present; Sherita Perry, Treasurer – Present; Tanya D. Mann, Secretary – Absent; Tamara Skis – Present; and Town Solicitor Daniel DeMott – Absent

For Residents in attendance, refer to sign-in sheet.

Citizen Recognition Program: The 2020 Sidewalk Art Contest Winners were recognized.
Caitlynn – Most Creative, Group 3

Approval of Agenda: Changes: Tabling D, and F under Old Business, and A under New Business. Tamara Skis – motion to accept agenda with the changes and Sherita Perry gave second. All present voted in favor. Motion Carried

Approval of Minutes: Changes were made to the minutes to say “refer to sign-in sheet” for attendants. Virginia Weller – motion to approve the July Minutes with changes and Sherita Perry – second. Kim Hughes recused herself from voting as she was not present for the July Meeting. All others present voted in favor. Motion Carried

Treasurer’s Report: Treasurer’s Report for month of July 2020 was not available. Tamara Skis – Motion to table the Treasurer’s Report until the August 12th, 2020 Budget Meeting. Sherita Perry – Second. All present voted in favor. Motion Carried

Police Report: Council was presented with the June 2020 Police report that had the updated address for the burglary investigation on June 5, 2020. Tamara Skis – motion to accept the updated June 2020 Police Report. Sherita Perry – Second. All present voted in favor. Motion Carried

Kim Hughes read the July 2020 Police Report. Aaron Moore advised that there are people who are still setting off fireworks on the first weekend of August. Kim Hughes advised that if criminal or nuisance activity is witnessed, and there is no officer on duty, to take a picture and send it to either herself or the police chief for further investigation.

Tamara Skis – motion to accept the July 2020 Police Report. Sherita Perry and Virginia Weller – Second. All present voted in favor. Motion Carried

Solicitor’s Report: No Solicitor was present. Daniel DeMott has moved to another firm, and Town Council was reviewing their options.

Recognition of Visitor’s:

Aaron Moore wanted to address Council relating to the sale of Ingram Village. He was curious to know if we knew anything related to the sale. Kim Hughes advised that she did receive a call from someone who was asking questions about Ingram Village. Kim advised that she had been forewarned that the current builders reached

out to a third party asking what they were required to do in regards to Council's previous requests of completing certain elements before the Phase 1 turnover. The third party advised Kim that they instructed the owners that they would have to comply with the originally agreed items before the Town could take ownership.

Aaron Moore asked if the Town would see any of the money of the sale. Kim Hughes advised that the Town would get 1.5% of the sale. Kim Hughes advised that she was trying to find who was the interested buyer so that they were fully aware of what was left to be completed and what was delaying the handover.

Tamara Skis suggested that regardless of the sale, the Town should request the Special Meeting that was talked about at the beginning of the year with the owners to air the grievances.

Roxann Moore questioned if the Town could somehow put a lien against the property to note what is yet to be done. If not a lien, then some other way to tag the property so it is known to anyone wishing to buy what the Town requires.

OLD BUSINESS

Residents **Ingram Village on-street parking issues update:** Kim Hughes advised that herself and other Town employees have been letting know about the parking situation as they see it. Since they started advising people, the occurrences have decreased. Mike Koukaras advised that his neighbor's guest regularly park on the street, and that she is doing hair as a side business.

At this time, there isn't much that the Town can do related to the on-street parking until that Phase 1 is turned over to the town.

Tamara Skis did ask whether or not the Town could allow on-street parking, but only on one side. Aaron Moore advised that due to the hydrants that are in there, the water system couldn't support any fire suppression operations. Due to the that, he would need to be able to park two fire trucks side-by-side.

Comprehensive plan review updates: Council met with Dorothy Morris who is a State Planner in a special session. She advised some minor updates to include the Census information. The one consideration is related to the last paragraph of where the Town wanted to expand.

The flooding issues previously discussed will be put in the Comprehensive Plan. This will allow the Town to be higher in queue should any State money become available to address those types of issues because it is in the Comprehensive Plan and identified as opportunity for Town improvement.

There also needs to be an update to the water supply issue, with focus on the referendums being held.

The Council was also advised that our Comprehensive Plan would need to go to Milford.

Aaron Moore advised that the Town could annex State property. Ms. Morris advised that the Town is now allowed to solicit annexation.

Committee Update:

Backpack: The Town is able to support a backpack giveaway as in years past. Tentative date was set at 8/29 for backpack disbursement. Wal-greens has requested to do a Flu clinic.

Charter Changes Project: Tabled for month of August 2020

Revision 2018 Audit: Tamara Skis reviewed the audit and found some errors. The first page, the date of the Independent Auditor still reflects the initial submission date. There is a font-type signature that is not unique to the auditor. On page 3, it states the "most recent fiscal year" which at the first submission would have been FY2018, which is no longer true. On page 5, there are errors related to the net position dates, on page 8 there are the same numbers but different dates. On page 14, there is a formatting error related to the alphabet. Rowland Moore was asked who the Fire Company used for audits. The Town is currently shopping for the 2019 audit. Rowland Moore advised that they use Marshall Wagner and Associates. Kim Hughes is going to request a meeting with the auditor to address the discrepancies.

Proposed Budget/Fee Schedule: Tabled for month of August 2020

Ingram Village Zoning issue - Townhouses: Discussion about what the zones would be regarding the intended Townhomes in Ingram Village. Ideas related to "MF" for Multi-family homes, or "T" for Townhomes.

Aaron Moore suggested establishing zoning to low, medium, and high density.

Church paving issue on Washington Avenue: Tabled for month of August 2020

Grant submissions: Tabled for month of August 2020

NEW BUSINESS

Annis Manufacturing License: Tabled for month of August 2020

Sidewalk issue at 311 Main St.: Kim Hughes walked the area with the property owners to figure out what needs to be done.

Rowland Moore suggested that the Town Council should appoint a Public Works Committee to review the sidewalks and other issues, working with town employees and other subject matter experts. Tamara Skis - motion to create a Public Works Committee to address the sidewalk and draining issues on the Non-Ingram Village portion of town. Virginia Weller - Second. All present voted in favor. Motion Carried

Upstairs AC unit: The HVAC Unit stopped working for the upstairs portion of Town Hall. Tamara Skis - motion to get a quote to fix the HVAC for the second floor of Town Hall. Sherita Perry - Second. All present voted in favor. Motion Carried

Tamara Skis - Amend motion to include if the dollar amount exceeds the threshold amount, 3 bids need to be found. Sherita Perry - Second. All present voted in favor. Motion Carried.

Correspondence: Daniel DeMott is moving firms, and in the July 2020 Executive Session, it was decided that the Town would take the opportunity to shop around. The Council also requested that Daniel DeMott provide pricing for the new firm. Kim Hughes reached out to another town and was referred to another attorney who is interested representing the Town. She currently represents Lewes, Milton, Georgetown, South Bethany and Georgetown.

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Daniel DeMott responded saying that his fellow attorneys are willing to charge at the previously agreed rates.

Municipal Street Aid sent a letter advising of what their contribution this year will be.

A letter from SCAT saying that dues are due. Tamara Skis – Motion to pay the \$250 SCAT dues. Sherita Perry and Virginia Weller – Second. All present voted in favor. Motion Carried.

Adjournment: Tamara – motion to adjourn. Sherita Perry – Second. All present voted in favor. Motion Carried

Meeting adjourned at 9:18pm

Minutes Submitted by Tamara Skis

Kim Hughes
President/Mayor

9-1-2020
Date

Tamara Skis
Secretary/Councilmember

1 Sept 2020
Date